

County of Knox

# **Personal Protective Equipment Program**



County Administrative Offices  
62 Union Street  
Rockland, Maine 04841

Revised September 19, 2019

# PERSONAL PROTECTIVE EQUIPMENT WRITTEN PROGRAM

## Purpose:

The purpose of this plan is to establish procedures for wearing Personal Protective Equipment (PPE) at all Knox County facilities. This plan supports compliance with Occupational Safety and Health Administration (OSHA) standards that cover PPE, specifically, 29 CFR 1910.132, .133, .135, .136, and .138. This plan applies to all Knox County employees who work in areas that contain hazards to the eyes, face, head, hands, and feet.

## Definitions:

**ANSI (American National Standards Institute):** A nonprofit organization that approves national safety standards.

**Ophthalmologist:** A physician/surgeon who specializes in diagnosing and treating eye diseases and disorders.

**Optician:** A skilled technician who, when given a medical prescription, is qualified to make, fit and dispense eyeglasses and contact lenses, either in an optical laboratory or for retail sale to the public. Opticians do not examine patients or write prescriptions.

**Optometrist:** A licensed primary eye-care provider, who performs eye examinations, prescribes and dispenses eyeglasses and contact lenses and performs some diagnostic work, such as screening for glaucoma or cataracts.

## Responsibilities:

The Program Administrator is the County Administrator, Andrew Hart.

### This person is responsible for:

- Issuing and administering this plan and making sure that the plan satisfies the requirements of all applicable federal, state or local PPE requirements.
- Identifying hazards to the eyes, head, hands, and feet and prescribing appropriate PPE.
- Maintaining training records of all employees included in the training sessions.

### Managers and Supervisors whose departments are required to use PPE are:

- Airport: Airport Manager
- Law Enforcement Facility: Sheriff

### These people are responsible for:

- Knowing the hazards in their areas that require PPE.
- Assuring that safe operations are maintained within their departments to prevent injuries to the eyes, face, head, hands, and feet.
- Providing at no charge to employee and enforcing PPE use in the areas in which it is required.
- Providing and documenting training to employees to include: when and where PPE is necessary; how to properly don, doff, adjust and wear PPE; limitations of PPE and proper care, maintenance, useful life and disposal of PPE.

### Employees who are required to use PPE are:

- Airport: Airport Manager and maintenance personnel
- Law Enforcement Facility: Law enforcement personnel – all law enforcement  
Law enforcement personnel - corrections  
Law enforcement personnel - food service section

These people are responsible for:

- Using Personal Protective Equipment (PPE).
- Properly maintaining Personal Protective Equipment (PPE).

## **Program Activities:**

### ***General***

- Eye, face, head, hand and foot hazards will be assessed within the facility, and appropriate protection will be provided for all affected employees.
- Employees are required to use PPE wherever hazards exist.
- Nonprescription eyewear will be obtained and provided by the department.
- PPE will be replaced when damaged or worn out.
- All safety glasses will be equipped with side shields.

### ***Prescription Eyewear***

- Employees who wear prescription glasses and work in areas that may contain eye hazards are required to wear safety goggles or over-glasses over their prescribed eyewear.
- Employees may obtain eye exams from their own doctor.
- Employees may obtain prescription eyewear from a facility of their choice at their own expense.
- Prescription eyewear should be replaced when damaged at work or when the employee's prescription changes.

### ***Safety Shoes***

- Employees who work in areas that may contain foot hazards are required to wear safety-toed footwear.
- Safety shoes must meet the ASTM F 2413-2005, ANSI Z41-1999 or ANSI Z41-1991 standard.

### ***Gloves***

- Employees who work in areas that may contain hand hazards are required to wear appropriate gloves.
- Only gloves that are designated for the particular task will be worn.
- To prevent employees from getting caught on equipment, gloves will not be worn in operations around moving machinery.

### ***Hard Hats***

- No hard hat areas have been designated at any county property at this time.

### ***Training***

- Employees will be trained in the use of appropriate personal protective equipment necessary in the performance of their jobs.

### **Attachments**

- Job Title PPE Requirements
- Task-Specific PPE Requirements
- PPE Hazard Assessment and Certification Forms
- PPE Inventory Lists
- Form for Voluntary Respirator Use

## Task Specific PPE Requirements

This form is used to list the specific personal protective equipment required for each specific task in the Department.

**Department: Law Enforcement - Patrol**

Description of task	PPE required.
Traffic Control	Florescent traffic vests (Meeting ANSI/ISEA Std 107-2010)
Entering woods during any season	Florescent traffic vests (Meeting ANSI/ISEA Std 107-2010), tick repellent
Scenario with exposure to blood	Biohazard Protection Kit
Motor vehicle pursuit	Stinger Spikes
When officer is in uniform	(soft body armor- mandatory)
Situations involving physical force	Chemical Weapons
Counteraction to Chemical Weapons	Agent specific inerting wipes
Traffic Control / road blocks	Traffic Cones
Situations necessitating use of firearms	Fire Arms including shotguns (training per MCJA standards)
Fire Arms Qualifications (use at range)	Protective hearing, eye and head gear- Soft Body armor

## Task Specific PPE Requirements

This form is used to list the specific personal protective equipment required for each specific task in the Department.

### Department: Corrections

Description of task	PPE required.
<b>Specific to Corrections Officers</b>	
Cleaning	Disposable gloves
Handling of Inmate laundry	Disposable gloves/Bio hazard bags
Pat searches and strip searches	Disposable gloves
Blood spills/ injuries	Disposable gloves, gowns, overalls, face masks, goggles
Capstun use/cleanup	Gloves, eyewash stations
Restraining	Restraint chair, hand cuffs, leg irons
Cell Extraction	OC (oleo capsicum), shield, disposable gloves
Security	Portable radio
CPR	Pocket masks with one way valve
Fire Emergency	Fire extinguishers
Fire Arms (7 officers only)	Range only: proper eye/ear protection (+soft body armor & headgear)
Injuries	First aid kits and eyewash stations
<b>Specific to Maintenance Officers</b>	
Generator	Ear protection
Moving/deliveries	Handcart, work gloves
Cleaning, painting, sanding	Dust masks, gloves, safety glasses
Mowing equipment	Safety glasses, goggles, boots, gloves
Electrical tools	Safety glasses, equipment guards/shields
<b>Specific to Transport Officers</b>	
Transporting Inmates	Vans with safety cages, first aid kits, flares, spit nets, police radios, light bars, vehicle daily inspection checklist
Out of vehicle/facility area	Radios, firearms, restraints, disposable gloves, Chemical Weapon

**Department: Corrections- continued**

**Task Specific PPE Requirements**

This form is used to list the specific personal protective equipment required for each specific task in the Department.

**Specific to Transport Officers continued**

Fire	Hand held ABC fire extinguisher, automatic or manual fire suppression system in the exhaust hood
Eye injury/medical injury	First aid kit, eye wash station, and finger cots
Slicing meats	Guard on slicer, gloves
Handling hot pots/pans	Panhandler gloves
Walk in refrigerator/freezer	Safety lock system
Cleaning meat slicer	Kevlar gloves (non-cuttable) and vinyl gloves
Cleaning Grill	Gloves, grill pad holder, and plastic apron
<b>Specific to Inmate Trustees</b>	
Laundry duties	Disposable gloves
Cleaning duties	Disposable gloves/bio-bags and rubber gloves
Kitchen helpers	Embossed disposable plastic gloves, vinyl general purpose gloves, and plastic disposable aprons
Outside trustee (mowing/gardening)	Safety glasses, hearing protection, work gloves, boots

## Personal Protective Equipment Hazard Assessment and Certification Form

Department with the Hazards - <b>Airport Maintenance</b>	What is the Specific Hazard?												Required Personal Protective Equipment	
	HANDS				HEAD		EYES and FACE				FEET			
	Chemicals	Hot or Cold	Electricity	Cuts	Impact	Electricity	Chemical Splashes & Vapors & Gases	Dusts	Flying objects	Crushing	Impact	Electricity	Chemicals	
Carpentry				X				X	X		X			Goggles, ear protection
Painting														None
Mechanical		X							X	X	X			welders gloves & hood, ear protection, steel toed boots
Grounds Keeping	X				X				X					gloves, goggles, EPA protection hard hat, chaps, steel toed boots
Electrical			X											None
Plumbing		X												None
Ramp Operations		X		X										Reflective vests

I have performed an evaluation of the work areas indicated above, assessed the hazards and have selected the appropriate personal protective equipment.

Signature:

Name and Title (print):

Date:

## Personal Protective Equipment Hazard Assessment and Certification Form

Department with the Hazards - <b>All Law Enforcement</b>	What is the Specific Hazard?												Required Personal Protective Equipment		
	HANDS				HEAD		EYES and FACE					FEET			
	Chemicals	Hot or Cold	Electricity	Cuts	Impact	Electricity	Chemical Splashes	Vapors & Gases	Dusts	Flying objects	Crushing	Impact	Electricity	Chemicals	
Patrol	X	X	X	X	X	X	X	X	X	X	X	X	X	X	shoes, gloves, cruiser, Hazmat training,
															Protective eye, hearing, head gear

I have performed an evaluation of the work areas indicated above, assessed the hazards and have selected the appropriate personal protective equipment.

Signature:

Name and Title (print):

Date:



## Personal Protective Equipment Hazard Assessment and Certification Form

Department with the Hazards - <b>Corrections - Correction Officers</b>	What is the Specific Hazard?												Required Personal Protective Equipment		
	HANDS				HEAD		EYES and FACE				FEET				
	Chemicals	Hot or Cold	Electricity	Cuts	Impact	Electricity	Chemical Splashes	Vapors & Gases	Dusts	Flying objects	Crushing	Impact	Electricity	Chemicals	
Cleaning	X	X		X			X	X	X					X	Disposable gloves, eyewash stations
Handling of Inmate Laundry				X											Disposable gloves, Bio-bags
Searches of Inmates				X	X							X			Disposable gloves
Blood spills/injuries				X			X								Disposable gloves, gowns, facemask, bio-bags, cleaning solution
OC (oleo capsicum) use/cleanup	X			X			X	X						X	Gloves, eyewash stations
Restraining	X			X	X					X	X	X			Gloves, restraint chair, security equipment
Cell Extraction	X			X	X		X	X		X	X	X		X	OC (oleo capsicum), shield, disposable gloves, Eye Protection

I have performed an evaluation of the work areas indicated above, assessed the hazards and have selected the appropriate personal protective equipment.

Signature:

Name and Title (print):

Date:

## Personal Protective Equipment Hazard Assessment and Certification Form

Department with the Hazards - <b>Corrections -Transport Officers</b>	What is the Specific Hazard?														Required Personal Protective Equipment
	HANDS				HEAD		EYES and FACE								
	Chemicals	Hot or Cold	Electricity	Cuts	Impact	Electricity	Chemical Splashes	Vapors & Gases	Dusts	Flying objects	Crushing	Impact	Electricity	Chemicals	
Van Operation (accident)	X	X	X		X	X	X	X	X	X	X	X	X	X	Van maintenance - seatbelts
Van Maintenance (search & cleaning)	X	X	X	X		X	X	X	X				X	X	Gloves
Restraints				X	X					X					Proper working equipment (cuffs, leg restraints)
Firearms					X					X		X			Soft Body Armor
OC (oleo capsicum)	X	X		X			X	X							OC (oleo capsicum) maintenance - eyewash
Inmate Search				X	X					X	X				Gloves
Inmate Transport (outside van)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Gloves, restraints, firearms
Vehicle Fire	X	X					X	X						X	Fire extinguishers, gloves, masks
* and all that pertain to corrections officers															

I have performed an evaluation of the work areas indicated above, assessed the hazards and have selected the appropriate personal protective equipment.

Signature:

Name and Title (print):

Date:

## Personal Protective Equipment Hazard Assessment and Certification Form

Department with the Hazards - <b>Corrections - Maintenance Officers</b>	What is the Specific Hazard?												Required Personal Protective Equipment		
	HANDS				HEAD		EYES and FACE				FEET				
	Chemicals	Hot or Cold	Electricity	Cuts	Impact	Electricity	Chemical Splashes	Vapors & Gases	Dusts	Flying objects	Crushing	Impact	Electricity	Chemicals	
Generator		X	X			X							X		(Hear Prot), safety glasses, work gloves
Moving, Deliveries	X			X			X				X				Handcart, work gloves
Cleaning, painting, sanding	X		X	X		X	X	X	X					X	Dust mask, gloves, safety glasses
Mowing Equipment				X	X				X	X	X	X			Safety glasses, boots, work gloves, mower guards, Hearing Protection
Electrical Tools			X	X		X				X			X		Safety glasses, gloves, equipment guards
* and all that pertain to corrections officers															

I have performed an evaluation of the work areas indicated above, assessed the hazards and have selected the appropriate personal protective equipment.

Signature:

Name and Title (print):

Date:

## Personal Protective Equipment Hazard Assessment and Certification Form

Department with the Hazards - <b>Corrections - Kitchen Staff</b>	What is the Specific Hazard?												Required Personal Protective Equipment		
	HANDS				HEAD		EYES and FACE				FEET				
	Chemicals	Hot or Cold	Electricity	Cuts	Impact	Electricity	Chemical Splashes	Vapors & Gases	Dusts	Flying objects	Crushing	Impact	Electricity	Chemicals	
Cleaning Pots and Pans	X	X					X								Embossed Dish pot gloves, apron, vinyl gloves, eyewash station
Using Dish machine		X						X							Embossed Dish pot gloves, apron, vinyl gloves, exhaust fan
Using and Cleaning Slicer	X			X			X								Guards on slicer, vinyl gloves, Kevlar gloves (non-cuttable), eye wash station, first aid kit
Handle Hot Pots/pans		X													Panhandler holders
Cleaning Equipment	X			X			X								Vinyl gloves, apron, eye wash station
Preparing Food		X		X											First Aid kit, vinyl gloves, finger cots, panhandler holders
Cleaning the Grill		X		X											Grill pad holder, gloves, and plastic apron

I have performed an evaluation of the work areas indicated above, assessed the hazards and have selected the appropriate personal protective equipment.

Signature:

Name and Title (print):

Date:

## Personal Protective Equipment Hazard Assessment and Certification Form

Department with the Hazards - <b>Corrections - Inmate Trustees</b>	What is the Specific Hazard?												Required Personal Protective Equipment		
	HANDS				HEAD		EYES and FACE				FEET				
	Chemicals	Hot or Cold	Electricity	Cuts	Impact	Electricity	Chemical Splashes	Vapors & Gases	Dusts	Flying objects	Crushing	Impact	Electricity	Chemicals	
Laundry		X							X						Disposable gloves
Kitchen	X	X	X	X	X		X							X	Disposable gloves, rubber gloves, white uniforms
Cleaning Inside	X	X	X				X	X	X					X	Disposable gloves, bio-bags, rubber gloves
Outside Duties	X	X		X	X			X		X		X			Safety glasses, work gloves, boots, coveralls

I have performed an evaluation of the work areas indicated above, assessed the hazards and have selected the appropriate personal protective equipment.

Signature:

Name and Title (print):

Date:

## Airport Maintenance

### PPE Inventory List

This form is used to list the various types, brands, model numbers, and vendors. In addition, this form is used to let employees know where this equipment can be obtained.

PPE Type	Brand and Model Number	Stored Location
Welders gloves		Airport Maintenance Shop/Snow Removal Equipment Garage
Welding hood		Airport Maintenance Shop/Snow Removal Equipment Garage
Goggles	Variety of types	Airport Maintenance Shop/Snow Removal Equipment Garage
Ear plugs/ protection	Variety of types	Airport Maintenance Shop/Snow Removal Equipment Garage & Terminal
Gloves	Variety of types	Airport Maintenance Shop/Snow Removal Equipment Garage
Chaps		Airport Maintenance Shop/Snow Removal Equipment Garage
Hard hat		Airport Maintenance Shop/Snow Removal Equipment Garage
Steel toed boots	Variety of types	Issued to employees
Rubber gloves	Variety of types	Airport Maintenance Shop/Snow Removal Equipment Garage & Terminal
Reflective Vest		Shop/Garage/Vehicles & Terminal

## Sheriff's Office - Patrol Division

### PPE Inventory List

This form is used to list the various types, brands, model numbers, and vendors. In addition, this form is used to let employees know where this equipment can be obtained.

PPE Type	Brand and Model Number	Stored Location
Fluorescent Vest	(ANSI/ISEA 207-2010)	Trunk of all active cruisers
BBP Isolation Kits	Various Items	Trunk of all active cruisers
Soft Body Armor	Armor Express	Issued to each Deputy
Hearing Protection – for range practice	Variety of types	Available as needed – kept in gun locker
Eye Protection – range practice	Variety of types	Available as needed – kept in gun locker
Hat – required head protection for range	Variety of types	Issued to each deputy
Cut Resistant Gloves	Various	With each Stinger Spike Set
Gloves – medical – body fluid barrier	Various	Trunk of all active cruisers

## Corrections Department – Kitchen Division

### PPE Inventory List

This form is used to list the various types, brands, model numbers, and vendors. In addition, this form is used to let employees know where this equipment can be obtained.

PPE Type	Brand and Model Number	Stored Location
Disposable rubber gloves	Shadow/Adenna	Stock room
White uniforms	Tri stitch	Uniform cabinet
Dish pot gloves	Aker's	Kitchen
Apron	Aker's	Stock room
Vinyl gloves	Aker's	Stock room
Eye wash station	Guardian Equipment	bathroom
First aid kit		Stock room
Grill pad holder		Stock room
Panhandle holders		Stock room
Kevlar gloves	Dupont	



## Corrections Department - Transport Division

### PPE Inventory List

This form is used to list the various types, brands, model numbers, and vendors. In addition, this form is used to let employees know where this equipment can be obtained.

PPE Type	Brand and Model Number	Stored Location
Fluorescent vest	(ANSI/ISEA) 107-2004	Trunk area of all Transport Vehicles
Soft Body Armor	Point Blank Body Armor	Issued to full-time Transport Officers
Chemical Weapon	OC Stream	Duty belt for each officer
Bio Shield	Cool It	Issued to each Transport Vehicle & Jail
Firearms	Glock 40	Issued to each Transport Officer Also Gun Locker
Hearing Protection-for range practice	Variety of types	Available as needed kept in gun locker
Eye Protection- range practice	Variety of types	Available as needed kept in gun locker
Hat- required head protection for range	Variety of types	Available as needed kept in gun locker
Handcuffs, Leg Irons, Waist-Chains w/ cuffs	Smith & Wesson,Pearless & ASP	Issued to officers and all Transport Vehicles
Disposal latex-free gloves	Variety of types	Issued to all officers
Bio-Hazard Kits	Bio-Kit	Issued to the jail and each Transport Vehicle
Fire Extinguisher	Amerex ABC	Issued to the jail and each Transport Vehicle
First-Aid Kits	Variety of types	Issued to the jail and in each Transport Vehicles
Spit Nets		Issued to the jail and in each Transport Vehicles
Emergency Lights	Wheelen	Issued to each transport vehicle
Cages	Setina Body Guard	Issued to each transport vehicle
Radios	Kenwood &Motorola	Issued to each jail and transport vehicle

## Corrections Department - Maintenance Division

### PPE Inventory List

This form is used to list the various types, brands, model numbers, and vendors. In addition, this form is used to let employees know where this equipment can be obtained.

PPE Type	Brand and Model Number	Stored Location
hearing protection	Peliter	staircase to penthouse
work gloves	Walls	staircase to penthouse
Dust masks	3M	inmate shed
safety glasses	sperian/TW921232	inmate shed
ear plugs	3M/NRR33	inmate shed
work boots	Safety Gear	property closet in Booking
work gloves	Walls	inmate shed
Equipment guards		guards remain with equipment
hand carts		industries room
disposable rubber gloves	Shadow/Adenna	booking area
Tyvec coveralls	3M	records room
face masks (dust)	3M 8511	booking
Goggles	TW681100	booking
eyewash station	Guardian	kitchen bathroom
eyewash station	Bradley S19-200B	sallyport-autos
eyewash station	Bradley S19-200B	officers' kitchen
eyewash station	Bradley S19200B	admin. sink
eyewash station	Bradley S19200B	booking janitor's closet
restraint chair	ERC	side of 110 door
hand cuffs	smith/wesson asp	booking desk

leg irons	smith/Wesson asp	booking desk
OC/capstun	Sabre Red	booking/control/armory
portable radios	Motorola	control room
portable radios	Kenwoods	control room
pocket mask	Tagg Industries	first aid kits
pocket mask	Tagg Industries	booking/admin/control/ industries
ABC Fire extinguisher	Advantage	All sections
Hood Fire Suppression	Pyro-Chem	kitchen

### **PPE Inventory List**

This form is used to list the various types, brands, model numbers, and vendors. In addition, this form is used to let employees know where this equipment can be obtained.

PPE Type	Brand and Model Number	Stored Location

## **Form for Voluntary Respirator Use**

### **29 CFR 1910.134, Appendix D - (Mandatory) Information for Employees Using Respirators When Not**

**Required Under the Standard.** Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

### **You should do the following:**

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

The filtering face piece respirator is approved, when fitted properly, for use against nuisance non-hazardous particulate (e.g., fiberglass, sheet rock dust, sawdust, dirt, pollen, animal dander). It will not provide protection from any chemical vapors such as those associated with spray paints or solvents. It is not intended for use during work that may involve exposure to airborne asbestos fibers, silica dust, or lead dust. Work you perform that may involve airborne asbestos fibers, silica dust, or lead dust should be reviewed before the project proceeds.

### **Please complete the section below:**

Name (print): \_\_\_\_\_

Duty Title \_\_\_\_\_ Department: \_\_\_\_\_

I have read and understood the information provided above:

\_\_\_\_\_ (signature & date)